

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P.O. Box 269101  
Sacramento, CA 95826-9101**

CAJS-J1-SP

9 October 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-49 - **Expires 26 October 2009**

1. The Military Department is accepting applications for the established State Active Duty position indicated below. **Applicants must already be an O-6 on State Active Duty with active federal recognition in the California Army National Guard as an O-6.** This is a permanent position and the initial appointment will be a term appointment of at least 1 year, which provides full benefit status for the appointee and their beneficiaries. Continuation and subsequent extension of service of the selected applicants will be determined by their individual performance of duty and continuation of the funding. This vacancy announcement expires 26 October 2009 unless sooner rescinded. Final authority for this appointment rests with the Deputy Adjutant General, Army Division and The Adjutant General based upon the selection process criteria established by CA ARNG Regulation 600-1.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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|-------------------------------|--|
| a. TITLE AND PAY GRADE:       | <b>Chief of Staff, Army Division (SAD O-6)</b> |
| b. EMPLOYMENT LOCATION:       | <b>Sacramento CA (JFHQ)</b>                    |
| c. PROJECTED EMPLOYMENT DATE: | <b>15 November 2009</b>                        |
| d. SELECTING SUPERVISOR:      | <b>Deputy Adjutant General, Army Division</b>  |

3. The basic qualification requirements are:

a. Military: Active members of the California Army National Guard in the federally recognized grade of O-6 may apply.

b. Education/Experience:

(1) Must possess strong leadership skills to motivate subordinates to perform as an effective workgroup team, achieving superior performance levels in attainment of organizational objectives.

(2) Must have completed civilian and military educational requirements commensurate with the grade of the applicant. **Attach highest levels of certification.**

(3) Must possess excellent written and verbal communications skills; ability to communicate effectively with individuals at all levels in both civilian and military organizations. Applicant may be asked to produce a short, handwritten report during the interview process.

(4) Must possess a thorough knowledge of the organizational structure of the California Army National Guard.

4. Other requirements are indicated below:

a. Be able to pass both State and Federal background checks.

b. Must possess strong administrative management skills and have the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.

c. Possess skills in managerial or command level experience commensurate with programs at the O-6 level and possess the managerial level experience in funds management, budget development and analysis.

d. Must have an in-depth operational knowledge of the California National Guard and the chain of command.

e. Must demonstrate the ability to analyze and critique programs, coupled with the ability to develop organizational long range goals and objectives.

f. The appropriate military uniform with federally recognized rank will be worn in accordance with military regulation. Must qualify for a security clearance at the Secret level.

g. Individual selected is required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**

5. Principal duties and responsibilities: The incumbent works under the supervision of Deputy Adjutant General, Army Division, who delegates broad latitude of authority for accomplishment of day-to-day operations within overall command policies and strategic management. Only unusually difficult problems are referred to the Deputy Adjutant General Army Division, for further guidance and decision. Performance is evaluated by Deputy Adjutant General, Army Division and higher headquarters through personal observation, review of reports of audits, inspections, and staff visits. Guidelines consist of established policies of Department of Defense, Department of Army, National Guard Bureau, and The Adjutant General together with State directives and statutes.

a. Acts as the principal assistant to Deputy Adjutant General for all Army Division matters within the authority delegated for the general operations and management of the Army Division and the California National Guard.

b. Plans, formulates, coordinates and implements all aspects of those functional areas under his direct supervision. Acts in the absence of, and for, Deputy Adjutant General, Army Division.

c. Provides policy and procedures, and guidance to the Joint Operations Center (JOC) for the utilization of State and out-of-state Army Division resources.

d. Manages Army Division elements to support organizational inspection programs. Ensures the program is evaluating "what matters" to The Adjutant General as it pertains to mission readiness, laws, rules, and regulations.

e. Performs other duties as assigned.

6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/jobs/sad/> or by contacting Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311.

**Original applications must be received in the State Personnel office no later than close of business 26 October 2009. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:

A, F and M

*Jeffrey W. Magram (9 Oct 09)*

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of your highest levels (Civ & Mil) of certification/accreditation?	
Have you attached a copy of height, weight & physical test verifications?	